

IFS Connection

Volume 1, Issue 1

April 2001

IFS Help Desk



Access problems? Need a password reset or basic navigation help? IFS Help Desks are up and running!

Please call or e-mail for assistance:

775/684-5245 **Lauri Wilkens** (Financial)

lwilkens@doit.state.nv.us

775/684-8696 **Tricia Buckner** (HR)

tbuckner@doit.state.nv.us

New Publication Debuts

By *James R. Wells, CPA, IFS Chief Accountant*
Christina Van Hook, IFS-HR System Administrator

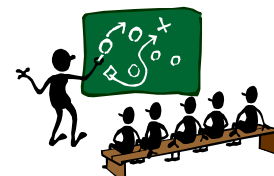
Welcome to the premier edition of *IFS Connection*.

This quarterly newsletter is intended to keep you up-to-date on the IFS rollout for Financial and Human Resources (HR) as well as providing information to assist you in the use of various IFS components. Regular articles will include:

- ♦ **Table of the Quarter** featuring a table or window from either ADVANTAGE, the Data Warehouse of Nevada (DAWN), HR Data Warehouse (HRDW) or related tables in any of these systems.
- ♦ **From the Help Desk** providing shortcuts and/or answers to frequently asked questions.
- ♦ **It's in the Report** highlighting a report available in DAWN.
- ♦ **Rollout Calendar** listing the scheduled training for the current quarter and beyond for Financial and HR.

This first edition is being distributed to our current list of agency financial and HR contacts. If you would like to change contacts or add additional people, please e-mail Judy Hetherington at jahetherington@netscape.net.

The *IFS Connection* is a team effort of the IFS staff... Financial: Lindi Duran, Jenni Eyerly, Judy Hetherington, Lisa Letarti, Janet Murphy, Jim Wells and Lauri Wilkens; HR: Cynthia Baumann, Tricia Buckner, Netti DeBusk, LouAnne Geissler, Jenny McGee and Christina Van Hook. We hope you find it helpful and would appreciate your comments.



If you would like to suggest topics or regular columns for future issues, please contact Lisa at 775/684-8163, Trish at 775/684-8696 or Judy at 702/486-3895.

If you have any other questions, please contact either one of us: Jim Wells 775/684-8176; e-mail: jwells@govmail.state.nv.us. Christina Van Hook 775/684-5418; e-mail: cvanhook@govmail.state.nv.us ♦

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FINANCIAL TABLE OF THE QUARTER

DXRF (Document Cross Reference Inquiry)

Looking for a quick and easy way to access information on processed documents? In **ADVANTAGE**, one point of reference is **DXRF**. Use **GO TO** in the Navigator window, enter **DXRF** in the Code Field and click the "Open" button or press the "Enter" key. When the Document Cross Reference window opens, enter the document ID (i.e. PV 083 AV000010617) and click F4 to Browse Data.

The DXRF table displays documents related to the entered document ID. For example, a Payment Voucher (PV) inquiry will display the warrant number, issue date, vendor number and other related documents.

Document Cross Reference Inquiry						
Document ID		PV 083 AV000010617	Summary Total		15,000.00	
	Reference Document ID	Acceptance Date	Doc Action	Amount	Closed Date	Reference Doc Released Amount
1	AD 000 02433246	10 24 00		15,000.00		15,000.00
2	PC 083 00000014489	10 23 00	E	15,000.00	10 23 00	15,000.00
3	PV 083 AV000010617	10 23 00	E	15,000.00	10 23 00	15,000.00
4	RX 083 00000001007	10 23 00	E	15,000.00	10 06 00	0.00
5	VI PC14489	10 23 00	E	15,000.00	10 23 00	0.00
6						

On the **DAWN** menu, **DOCUMENT CROSS REFERENCE INQUIRY** is located under Inquiries and Downloads. After selecting **Document Cross Reference**, enter the Document ID and click "Search for Document."

In **DAWN**, the same information is available with click links to the related data. ♦

DocXref DOC: PV 083 AV000010617 - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop

Bookmarks Location: ns_agency=083&list_trans_number=AV000010617&list_vendor=list_option=2&list_ref_option=N What's Related

Instant Message WebMail Radio People Yellow Pages Download Calendar Channels

STATE OF NEVADA

Document Cross Reference Inquiry

Back New Search

R = List Documents that REFER TO this Document

[PV 083 AV000010617](#) REFERS TO the following Documents:

R	Referenced Doc.	Acceptance Date	Fyr/Fmo	Amount	Vendor/Provider	Action	Closed Date
R	AD 000 00002432814	07/20/2000	2001/01	\$51,267.00	PUR0000102		
R	PC 083 00000010553	07/20/2000	2000/08	\$51,267.00	PUR0000102	E	07/20/2000
R	PV 083 AV000010617	07/20/2000	2000/13	\$51,267.00	PUR0000102	E	07/20/2000
R	RX 083 C007539	07/20/2000	2000/08	\$51,267.00	PUR0000102	E	02/18/2000
R	VI 1597	07/20/2000		\$17,089.00	PUR0000102	E	07/20/2000
R	VI 1598	07/20/2000		\$17,089.00	PUR0000102	E	07/20/2000
R	VI 1599	07/20/2000		\$17,089.00	PUR0000102	E	07/20/2000

CLICK to view the Documents that this Document References..

IFS-HR Updates

PROCEDURES

In January 2001, one set of the new IFS-HR Procedure Manuals was distributed to each agency. Each set consists of 2 manuals (Books I and II). A second full set for each agency is being printed and is available through Central Records now. Additional copies may be ordered from State Printing. The Procedures are also available online through the IFS-HR web site, with revisions distributed and posted quarterly. Revisions for the quarter ending March 31 include:



- Procedure # 01.07.03 – Leave Adjustment at Termination (distributed by Central Payroll prior to the quarterly release)
- A Table of Contents for Book II
- Procedure # 01.01.05 – Updates to Procedure Manual
- Procedure # 01.07.06 – Leave Adjustment – Annual Leave Payoffs
- Appendix A – Codes (update)

These updates are being printed and will be distributed through Central Records. Replace your existing procedure manual pages with the new pages. If you have any questions, please call the IFS-HR Help Desk at 775-684-8696.

HR DATA WAREHOUSE

Personnel Subject Areas Activated April 2001

Agency representatives serving on a Focus Group recently finalized their recommendations to the HR data warehouse team regarding the Personnel Records-related data to be available in the warehouse. Beginning in April, employee rosters, employee history (back to 3/6/99), and personnel action analysis can be accessed. In the Payroll area, the team has completed loading all IFS-HR pay cycle data for FY 2000-2001. Pay cycle data for FY 1999-2000 is being loaded into the warehouse.

HR Data Warehouse Training

The Data Warehouse training schedule has changed. Training is scheduled for April 12 and 26 and May 10 and 24. Starting in June, the training will be offered on the second Thursday of each month. For registration or more information, please call Jenny McGee, IFS-HR Office Manager, 775/684-5325.

User Accessibility

The HR Data Warehouse is currently available **only** to agency payroll and personnel designees. IFS-HR is

continuing to rollout access to the system. If someone in your organization requires access, please note they will only be able to do so from **within** the State's network and only after they have been issued user-specific security authorization. Signature from the user's appointing authority is required. Instructions for requesting system access are available on the IFS-HR Home Page (ifs.state.nv.us).

Upcoming HR Warehouse Additions

Based on Focus Group feedback, the primary emphasis in the continuing development of the HR Data Warehouse will be on expanding the employee and position data and on adding features to support analysis at higher summary levels and to cover broader timeframes. ♦

In the Next Issue...

HR DW How-To's

Controller's Office to Host GASB 34 Teleconference

The State Controller's Office, in conjunction with the Association of Government Accountants (AGA) and the National Association of State Auditors, Controllers and Treasurers (NASACT), will sponsor a "live" one-day satellite teleconference on Governmental Accounting Standards Board (GASB) Statement 34. The teleconference on May 9 will be offered at two sites, UNR and UNLV. The \$75 registration fee for the one-day seminar will include eight hours of CPE credit, a continental breakfast and refreshments. Each registrant will also receive a copy of the AICPA's *Audit Guide* in the mail after the event, but before the guide's official publication date.

All participants **must** register directly with the State Controller's Office. The registration form and fee **must** be received by April 13, 2001. **Seating is limited and no walk-in registrations can be accepted.**

To obtain further information and/or a registration form, contact Brenda Laird, Chief Accountant, Financial Reporting in Carson City at blaird@govmail.state.nv.us or 775/684-5621, or Judy Hetherington, Management Analyst II, in Las Vegas at jahetherington@netscape.net or 702/486-3895. ♦

IT'S IN THE REPORT!

Several reports are available through DAWN including the Transaction Exception Report. Instead of waiting for the weekly hard copy report from the Controller's Office, it can be accessed on-line.

Click on the report's title and enter the agency's three-digit code. The report will show all documents on the agency's SUSF (Document Listing) that are awaiting action and a description of the status.

Report # DSA0020	State Of Nevada Office of the State Controller Transaction Exception Report	Run Date: 01/24/2001 Page: 1 of 17												
Agency: 060														
<u>Transaction ID</u>	<u>Description</u>	<u>FY</u>	<u>Fund</u>	<u>Appr</u>	<u>Open</u>	<u>Stops</u>	<u>Approved</u>	<u>Actv</u>	<u>Fund</u>	<u>Chrg</u>	<u>Rev</u>	<u>Crwd</u>	<u>Job Number</u>	<u>Dollar Amount</u>
FA 060 M00038	HENDERSON DMV/OFFICE REMODEL	201	010	0000										12,438.75
	*2401 READY FOR APPROVAL 3													
FA 060 M00039	CARSON CITY DMV/REMODEL	201	010	0000										13,674.32
	*2401 READY FOR APPROVAL 3													
FA 060 M00040	RE/LAS VEGAS /**TIME-OUT** ROOMS	101	408	0000										65,490.38
	*2401 READY FOR APPROVAL 3													
FA 060 M00041	RENO/REMODEL RECEPTION AREA	101	408	0000										23,635.22
	*2401 READY FOR APPROVAL 3													

Other reports such as Budget Status Report and Schedule of Revenues by Subsource will be featured in future issues. ♦

FOR YOUR INFORMATION

Staff

A welcome addition from the public sector to the IFS Financial training staff is *Lindi Duran*, Management Analyst I.

The IFS Help Desks are now fully staffed by *Lauri Wilkens (Financial)* and *Tricia Buckner (HR)*. Lauri formerly worked in the Controller's Office.

Tricia has extensive payroll background most recently serving as payroll supervisor at DMV&PS. ♦



Purchasing

Purchasing related ADVANTAGE documentation and support links have been uploaded to our web site www.state.nv.us/purchasing/. The "ADVANTAGE System" link will assist agencies with their purchasing needs. ♦

SHORTCUTS FOR PAYMENT VOUCHER DOCUMENTS

HOT Keys:

F3	Add'l Description	Ctrl+N	Close Open Windows
F7	Edit	Ctrl+P	Print Desktop
F8	Run	Ctrl+R	Remove Line
F9	Delete	Ctrl+V	Paste
F12	Approve	Ctrl+X	Cut
Ctrl+C	Copy	Ctrl+Y	Copy Line
Ctrl+F	Insert Line After	Shift+F1	Find Code
		Ctrl+Shift+P	Print Active Window

... FROM THE HELP DESK ...

Tip of the Quarter ...

...Table Searches



Multiple searches within a table may produce quirky results unless CLEAR WINDOW, which is found under the WINDOW menu option, or **Ctrl+W** is used to clear the window first. ♦

Questions about ...

...Passwords

How many times can I try to log into ADVANTAGE if I have forgotten my password?

You have a maximum of three attempts in HR and five attempts in Financial to log into ADVANTAGE. If you get locked out (user-id locked), HR users should call Trish at the IFS-HR Help Desk (775/684-8696) and Financial users should call Gypsy Watson, System Administrator (775/684-5606) to have your password reset.

How do I change my password in ADVANTAGE 2.1?

Double click on the ADVANTAGE 2.1 icon. The following screen will appear:

The "Application ID" is fsco (Financial users) or hdhr (HR users). The Application ID must be in lower case letters. The "Verify Appl ID" is the same and also in lower case.

Click "OK."

The "ADVANTAGE Front-End Security" window will appear.

Enter your "User ID" and "Password."

Call your appropriate Help Desk if you are unsure about your User ID and Password. You will be prompted to change your password if you are a first time user or if you have used the same password for more than 93 days.

Click on the "Change Password" button.

The "Change Server Password" screen will appear.

The "Userid" will contain your user id information.

Enter your old password in "Old Password."

Type a new password in "New Password." This password needs to be a minimum of 6 alphanumeric characters.

In "Confirm New Password" retype your new password.

Click on "Change." The "password has been successfully updated" message will appear.

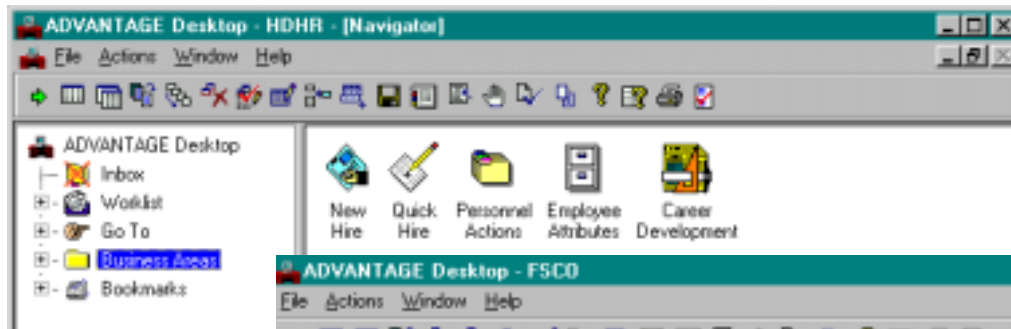
See *From the Help Desk* continued on page six.

From The Help Desk continued from page five.

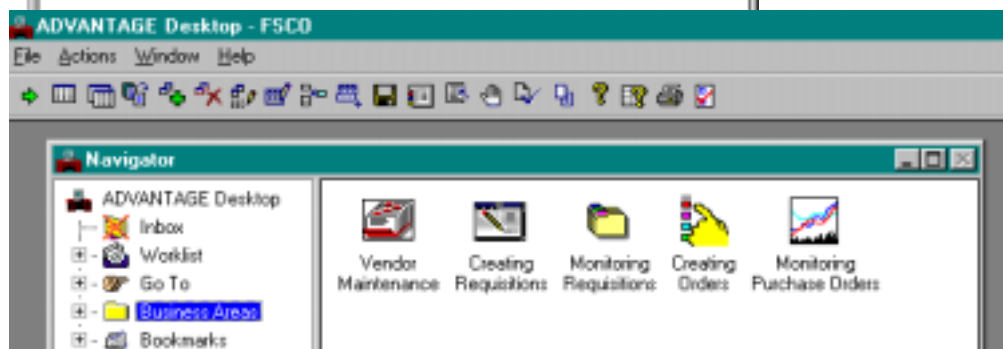
I have access to both ADVANTAGE Financial and Human Resources. Do I have the same password? How can I tell which system I'm in?

Although you have access to both applications, you **may or may not** have different passwords. This depends on when you signed up for access to either Financial or Human Resources or if you have changed your password in either application.

Look at the title bar at the top left of the Desktop window to determine whether you are in Financial or HR.



"ADVANTAGE Desktop – HDHR" is the Human Resources application.



"ADVANTAGE Desktop – FSCO" is the Financial application.

IFS Project
727 Fairview Drive, Suite D
Carson City, NV 89701

IFS - HR Training Schedule

for the quarter ending June 30, 2001

April 10	1-5pm	HR Navigation	June 4	8am-5pm	Records Certification
April 11	8:30am-noon	Timesheet	June 5	8:30am-noon	HR Navigation
April 24	1-5pm	HR Navigation	June 6	8:30am-4pm	Timesheet & Payroll Certification
April 25	1-5pm	Timesheet	June 7	8am-5pm	Payroll Certification
			June 8	8am-5pm	Payroll Certification
May 2	8:30am-4pm	ESMT	June 18	8am-5pm	Records Certification
May 8	8:30am-noon	HR Navigation	June 19	8:30am-noon	HR Navigation
May 9	8:30am-noon	Timesheet	June 20	8:30am-4pm	Timesheet & Payroll Certification
May 22	8:30am-noon	HR Navigation	June 21	8am-5pm	Payroll Certification
May 23	8:30am-noon	Timesheet	June 22	8am-5pm	Payroll Certification
May 30	8:30am-4pm	ESMT	June 27	8:30am-4pm	ESMT

CLASS DESCRIPTIONS

Navigation Class

This class is a prerequisite to the Timesheet and ESMT class. Attendance must be authorized by the agency appointing authority.

Timesheet Class

Participants will learn how to enter timesheets into ADVANTAGE-HR. Agencies may volunteer to begin online timesheet entry prior to their scheduled rollout date. Attendance must be authorized by the agency appointing authority.

ESMT Class

The focus of this class is on entering ESMT transactions into ADVANTAGE-HR. The class is offered to those agencies whose rollout date coincides with the current quarter.

Payroll and Records Certification Classes

NAC 284.504 requires all employees who prepare forms for the records or payroll sections of the Department of Personnel be certified in their preparation. Certification classes will begin June 4 and will be offered twice a month until all agency representatives have been certified. Agency representatives will be scheduled according to the IFS-HR rollout schedule and will be contacted regarding the completion of training request forms. All certification classes will be held in Carson City (specific location to be announced).

NOTE: For Agency convenience, the IFS-HR rollout classes are being coordinated with the payroll and records certification classes. Those employees from Las Vegas and outlying areas can complete all training by scheduling IFS-HR training the same week as the payroll and records certification classes.

IFS - Financial Rollout And Training Schedule

This quarter...

April 10, 11 & 12

Agencies: Veteran's Services
Wildlife Division, DCNR

April 24, 25 & 26

Agencies: Environmental Protection Division, DCNR

May 8, 9 & 10

Agencies: Water Resources Division
Real Estate Division, DBI
Insurance Division, DBI
Commission on Economic Development/
Tourism

May 22, 23 & 24

Agencies: Dept. of Human Resources, DHR
Administration
Mental Health & Developmental
Services (MHDS) Admin., DHR
Health Division

June 5, 6 & 7

Agencies: Office of the Public Defender, DHR
Rural Clinics Admin., Rural Clinics &
Health Cntrs. (MHDS), DHR
NMHI & Lakes Crossing Center (MHDS),
DHR

June 26, 27 & 28

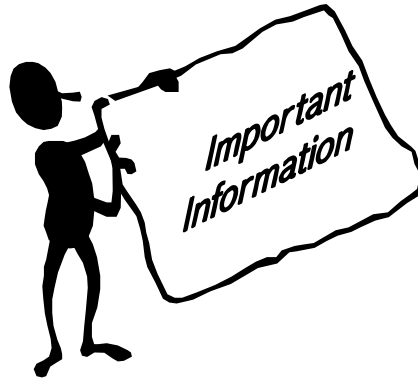
Agencies: Dept. of Information Technology

Please note: An Agency Implementation Meeting will be scheduled 4 - 6 weeks prior to the training dates to explain procedures to follow and approvals to be obtained before the training.

Looking ahead...

July 24, 25 & 26

Agencies: Health Care Financing Division, DHR
Aging Division, DHR



Class Schedule:

Tuesday	8:30am - 3pm	Navigation and Cash Receipts
Wednesday	8:30am - noon	Payment Vouchers and Adjusting Journal Vouchers (MIS document)
Wednesday	1-4pm	Open lab
Thursday	8:30am - 3pm	Purchasing and Fixed Assets
Thursday	3-4pm	Open lab

Navigation classes are held on the last Tuesday of every month (8:30 am - noon) at the Carson City facility. For more information, call 775/684-8163.

Unless otherwise indicated, training is at the

IFS Training Center
727 Fairview Drive
Carson City, NV